

BASK

Trinity Christian School 2026-2027 Job Description

We are seeking a strong but compassionate leader to oversee P.M. BASK from 3:15pm-6:00pm. The BASK worker is generally responsible for the supervision of students after school. It is important that he/she understands his/her duties and responsibilities as listed in this job description. This individual must believe that the Bible is God's Word and is the standard for faith and daily living. You also must be in agreement with Trinity Christian School's mission and philosophy of education.

This is a part time position that can be combined with other part time positions, such as teachers aide. This is a minimum wage position but does include a tuition discount based on hours worked per week.

Daily Supervisor: Administration

Essential Functions and Responsibilities:

Supervision

- Maintain a safe and healthy environment.
- Provide supervision and ensure students' safety.
- Observe and monitor students' play activities.

Activities

- Implement daily schedule that includes specific supervised activities.
- Organize and participate in recreational activities, such as games.
- Assist students with homework.

Discipline

- Enforce rules in a kind but firm manner. Discipline children and recommend or initiate other measures to control behavior as indicated in the Trinity Handbook.
- Encourage students with praise.

Communication

- Advise parents/staff of upcoming special events that may affect BASK location or pick up/drop off for BASK.
- Ensure signs are placed on doors directing parents to drop off/pickup
- Maintain daily open communication with parents regarding BASK issues.
- Communicate and cooperate with other BASK personnel.
- Attend All Staff In-Service in August as required.

Record Keeping

- Maintain BASK Binder with proper forms with up-to-date information. Keep all appropriate records such as attendance and time sheets.
- Maintain copies of accident reports.
- Maintain records on individual students, including strikes, and information regarding discipline issues.

Billing

- Ensure that BASK paperwork is submitted to bookkeeper for billing purposes (typically a.m. staff)

Supplies

- Organize and store toys and materials to maintain order. BASK storage bin must be maintained and organized so it can be quickly inventoried.
- Inspect and replace damaged or lost materials.
- Clean and sanitize toys and play equipment as needed.
- Vacuum and tidy the room at the end of the day.

Substitutes

- Responsible for securing own substitute from the approved sub list or communicating absence as soon as possible to enable a sub to be found